

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

August 31, 1999

FROM: MARIE A. ALONZO, Director
Facilities Management Department

**SUBJECT: AUTHORIZE PURCHASING AGENT TO ISSUE PURCHASE ORDERS FOR
CUSTODIAL SERVICES**

RECOMMENDATION: Authorize the Purchasing Agent to issue purchase orders to:

1. Murphy Janitorial in the amount of \$55,000 for services provided at 17 county facilities
2. Taylor's Janitorial Services in the amount of \$35,000 for services provided at 4 county facilities
3. Golden West Building Management in the amount of \$37,000 for services provided at 4 county facilities.

BACKGROUND INFORMATION: The Board of Supervisors amended County Ordinance 14.0113 requiring departments to seek Board approval when contracting for services with any one vendor in excess of an aggregate amount of \$25,000 per fiscal year. In the past, the Facilities Management Department conducted a competitive procurement process on a facility by facility basis that included a "job walk" with interested vendors followed by a bid submittal. The Department would review the bids and award a blanket purchase order to the successful bidder for a single facility. The vendors listed in the recommendation provide janitorial services at multiple county facilities. In the aggregate each vendor will exceed the \$25,000 over the course of the next six months. In order to continue these services over the next six months, the recommended actions above are necessary.

In the intervening months the Department will intend to coordinate with the Purchasing Department to develop a formal Request For Proposals for the provision of janitorial services in county facilities and request Board authorization to issue the RFP. Based on the results of the RFP process, the Department will, prior to February 29, 2000, recommend to the Board contract awards for all janitorial services providers.

REVIEW BY OTHERS: This agenda item has been reviewed by and coordinated with the Purchasing Department on August 23, 1999 by Aurelio De La Torre, Director.

FINANCIAL IMPACT: Custodial services costs are funded in the FY 1999/2000 Facilities Management Department budget.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Marie A. Alonzo, Director

Record of Action of the Board of Supervisors